



Student Activities
Advertising Form

General Information

This form is to be filled out in order to get your event published on the monthly Student Activities Calendar. **Please submit no later than the 3rd Friday of the month before the next calendar is due.** *Example, your event is for November you will need to submit the form by the 3rd Friday of October.* This will help to ensure your event will be part of the calendar.

Today's Date: _____

Event Name: _____

Date of Event: _____

Time of Event: _____

(Please include A.M. and P.M., start and end time)

Location of Event: _____

Cost to participants, if applicable: _____

(Please note if purchasing where they need to purchase tickets, etc..)

Sponsored by: _____

Short description of event:

Name of Person submitting Form _____

Email _____

(In case we need to ask for more information about the event)

Office Use Only

Date Received: _____